

Wks Used _____

Wks Remain _____

U< Children's Learning Centers

Vacation Request Form

According to the UHCLC annual Enrollment Agreement, the vacation policy is as follows:

Vacation Weeks: During the 12 month contract agreement, 3 weeks may be designated as vacation weeks. Payment is not required for these weeks provided your UHCLC account is current. The vacation time can not be used one day at a time; it must be used in 5 consecutive business day intervals. If the 5 consecutive business days occur over a 2 week time period and the child attends part of each week, tuition will only be charged for one week and the second week will be designated as a vacation week. **UHCLC needs to have the vacation time off request submitted in writing prior to the child taking the actual time off.**

Please fill in the following information to request vacation time-off from UHCLC.

FILL OUT ONE FORM FOR EACH CHILD.

Child's Name

Classroom

Parent's Name

Is Account Current? Yes No

Vacation Request Dates: Start Date _____ End Date _____

Number of weeks requested: _____

Office Use Only

Contract Dates: Start _____ End _____

Approved: Yes No Approved by: _____ Approval Date: _____

Number of weeks approved: _____

Wk 1 Posted: _____ Wk 2 Posted: _____ Wk 3 Posted: _____